Introduction to BRS BDS Reports

The Budget Reporting System (BRS) Budget Development System (BDS) Reports is a reporting tool (Figure 1) that allows agencies to generate various budget reports from data that has been entered or imported into the BDS. In general, BRS BDS Reports provide data summarizations at various levels of organizational structure in either a step table or data comparison format. Reports are also available directly from BDS that provide budget publication and administration support.

How to access BRS BDS Reports Screen

Access to the BRS BDS Reports screen is achieved by logging on to the Budget and Allotment Support System (BASS), selecting BRS and then clicking on the **BDS Reports** tab (box 'C' Figure 1). Individuals that do not currently have access to BASS should submit an approved BASS Security Maintenance Form to OFM. A copy of the security form may be obtained from the BASS Library. Once security is established, the individual will be notified of their login ID and password. BASS is a State Intranet application that can be accessed at http://bass.ofm.wa.gov/basspr/. This address will take you to a screen that will allow access to the BASS System and the Statewide Financial Systems Home Page. Clicking on 'BASS System' will move you to the BASS Login screen where you are able to use your Login ID and password to access any of the BASS components you have authorization to use. This screen also contains a 'Help' button that allows entry into the BASS Library which contains all of the help documentation for all of the BASS components. Agencies that are outside the State firewall can access the application by logging onto the Fortress server at https://services-bass.ofm.wa.gov Please refer to 'How to Access & Login to BASS' located in the BASS Library under General and Contact Information for further details.

Technical Requirements

Access to the BRS BDS Reports requires the use of Microsoft Internet Explorer 5 or greater with Microsoft Windows 95, Windows 98, or Windows NT Workstation 4.0. Please refer to 'BASS System Requirements' located in the BASS Library under General and Contact Information. The BRS BDS Reports are generated using Crystal Reports and require downloading a report viewer. BRS BDS Reports is optimized for a screen resolution of 800x600. Please refer to the BASS Web Browser Requirements & Configuration in the BASS Library for assistance in setting your screen resolution.

How to Select a Budget Period and Available Reports

Click on the Budget Period down arrow button (box 'B' Figure 1), highlight the desired budget period, and then highlight one of the reports from the Available Reports window (box 'D' Figure 1).

How to Select Organizational Elements (Program, Division, Project)

Organizational Elements such as Program, Division, and Project may be selected by clicking on the **Selection Elements** button (box 'J' Figure 1). Refer to Section 2 and Figure 2 for a complete description of this feature. Current selections are listed in the Element Options window (box 'E' Figure 1).

How to Select a Data Type (Fund, Object, FTE)

The Data Type (box 'O' Figure 1) can be selected by clicking on the down arrow button and highlighting a selection from the displayed list.

How to Select the Budget Level and Versions

Budget Level (box 'L' Figure 1) can be selected by clicking on the down arrow button and highlighting a selection from the displayed list. Highlight the desired Version in the Available Versions window (box 'K' Figure 1) to select it for reporting. When the 'Object/Source of Funds Expenditure Summary' report is selected, options are displayed requiring the selection of Budget Level and Version for each of the columns.
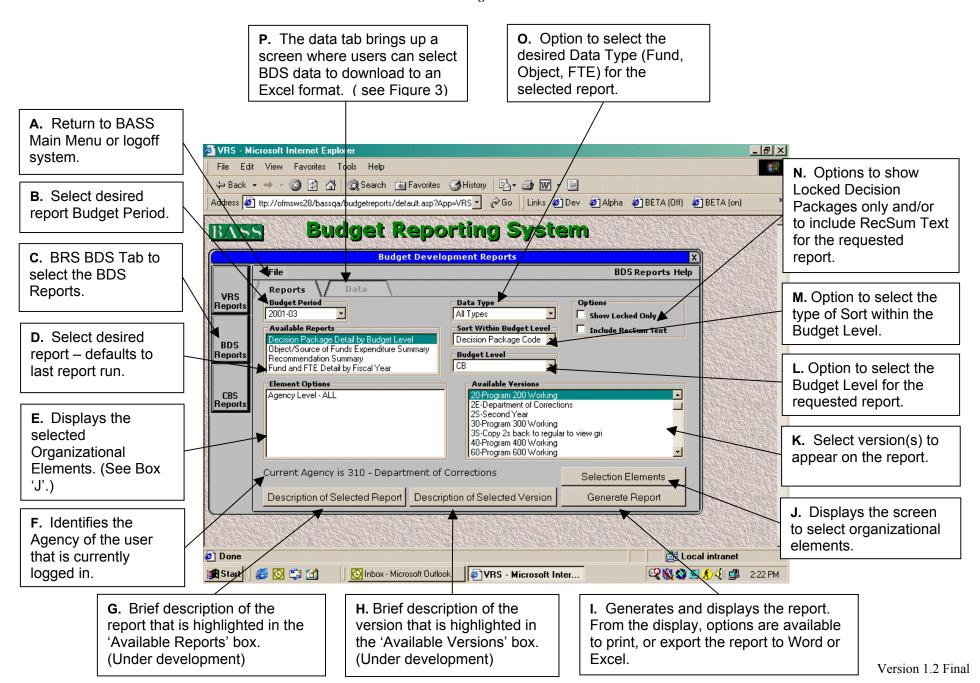
How to select other Report options

To further define the desired report various options are included in the BRS BDS Reports. The sorting within a Budget Level (box 'M' Figure 1) can be selected by clicking on the associated down arrow button and highlighting the desired item. To include only Locked Decision Packages in the report click on the Show Locked Only (box 'N' Figure 1) check box (setting a check mark). When Decision Package descriptions are to be included in the report click on Include RecSum Text (box 'N' Figure 1) check box (setting a check mark).

Note: These options are not available on all reports.

How to View, Print, or Save a report.

Once all selections have been made, click on the **Generate Report** button (box 'I' Figure 1). The Report Preview screen is displayed where the report is viewed, printed or saved to your hard disk. To print the report click on the **Printer** icon. To save the report click on the **Envelope** icon then select the desired format - either Rich Text Format, Word document format, Excel spreadsheet format or Crystal Report format. To return to the BRS BDS Reports screen click on the Return button.

P. The data tab brings up a screen where users can select BDS data to download to an Excel format. (see Figure 3)

O. Option to select the desired Data Type (Fund, Object, FTE) for the selected report.

A. Return to BASS Main Menu or logoff system.

N. Options to show Locked Decision Packages only and/or to include RecSum Text for the requested report.

B. Select desired report Budget Period.

C. BRS BDS Tab to select the BDS Reports.

M. Option to select the type of Sort within the Budget Level.

D. Select desired report – defaults to last report run.

L. Option to select the Budget Level for the requested report.

E. Displays the selected Organizational Elements. (See Box 'J'.)

K. Select version(s) to appear on the report.

F. Identifies the Agency of the user that is currently logged in.

J. Displays the screen to select organizational elements.

G. Brief description of the report that is highlighted in the 'Available Reports' box. (Under development)

H. Brief description of the version that is highlighted in the 'Available Versions' box. (Under development)

I. Generates and displays the report. From the display, options are available to print, or export the report to Word or Excel.

Version 1.2 Final

Budget Reporting System

Budget Development Reports

File   BDS Reports Help

Reports   Data

Budget Period
2001-03

Data Type
All Types

Options
☐ Show Locked Only
☐ Include RecSum Text

Available Reports
Decision Package Detail by Budget Level
Object/Source of Funds Expenditure Summary
Recommendation Summary
Fund and FTE Detail by Fiscal Year

Sort Within Budget Level
Decision Package Code

Budget Level
CB

Element Options
Agency Level - ALL

Available Versions
20-Program 200 Working
2E-Department of Corrections
2S-Second Year
30-Program 300 Working
3S-Copy 2s back to regular to view gri
40-Program 400 Working
60-Program 600 Working

Current Agency is 310 - Department of Corrections

Selection Elements

Description of Selected Report   Description of Selected Version   Generate Report

VRS Reports   BDS Reports   CBS Reports

Introduction to BRS BDS Reports Selection Elements Screen
The Budget Reporting System (BRS) Budget Development System (BDS) Reports Selection Elements screen provides the ability to customize reports at various organizational levels. The Selection Elements screen (Figure 2) provides a means to specify the level of detail for reports selected at the BRS BDS Reports screen (Section 1, Figure 1). The detail of the report can be at the Agency Level or at the Program, Division, Project or Budget Unit levels and their associated sub-elements. When organizational level elements are selected below the Agency level, those elements may be assigned to one of up to seven specific grouping orders. Selections at the BRS BDS Reports Selection Elements screen can be performed before or after making selections at the BRS BDS Reports screen .

How to access BRS BDS Reports Selection Elements Screen
Access to the BRS BDS Reports Selection Elements screen is achieved by logging on to the Budget and Allotment Support System (BASS), selecting BRS, and clicking on the **BDS Reports** (box 'C' Figure 1) tab. At the BRS BDS Reports screen click on the **Selection Elements** (box 'J' Figure 1) button.

Agency Level Selection
The default setting for organizational level reporting is at the Agency Level (box 'A' figure 2). When detailed reports below the Agency Level are desired click on the Agency Level checkbox (clearing the check mark) which deselects Agency Level and enables the detailed organizational level selections.

Current Organizational Selections
The Current Selection window (box 'C' Figure 2) provides a means to view and select the Agency's organizational structure and to customize the level of detail for a selected report. The window is divided into five sections, 1.) Budget Activity Inventory, 2.) Program with 4 sub elements, 3.) Division with 4 sub elements, 4.) Project with 2 sub elements, and 5.) Budget Unit. To view the Project and Budget Unit sections, use the scroll bar (box 'E' Figure 2).

How to Select Organizational Elements below Agency Level
If the Agency Level box (box 'A' Figure 2) contains a check mark, deselect it by clicking on the check mark. This enables the down arrow button (box 'D' Figure 2) for the highest-level element in each section. When the down arrow button is selected, a drop down list of elements is displayed. To select a single element from the drop down list, double click on the desired item. The drop down list will collapse and display the single item. There are two methods to select multiple items from the drop down list: 1.) highlight the first item, press and hold the Shift key, highlight the last item to be selected, and click on the up arrow button, resulting in the first item, the last item, and all items in between to be selected for the report; or 2.) highlight the first item, press and hold the CTRL key, highlight other item(s) as desired, and click on the up arrow button, resulting in only the highlighted items to be selected for the report. When utilizing either method, no more than five items can be selected within an element. When more than five items are desired, highlight the 'All' selection. The drop down list scroll bar (box 'D' Figure 2) is used to view and select additional items from that list.

Note: As selections are made, the next sub element in each hierarchy is enabled allowing further detailed selections when applicable. A sub element cannot be selected unless the next higher element, of the same group, has also been selected.
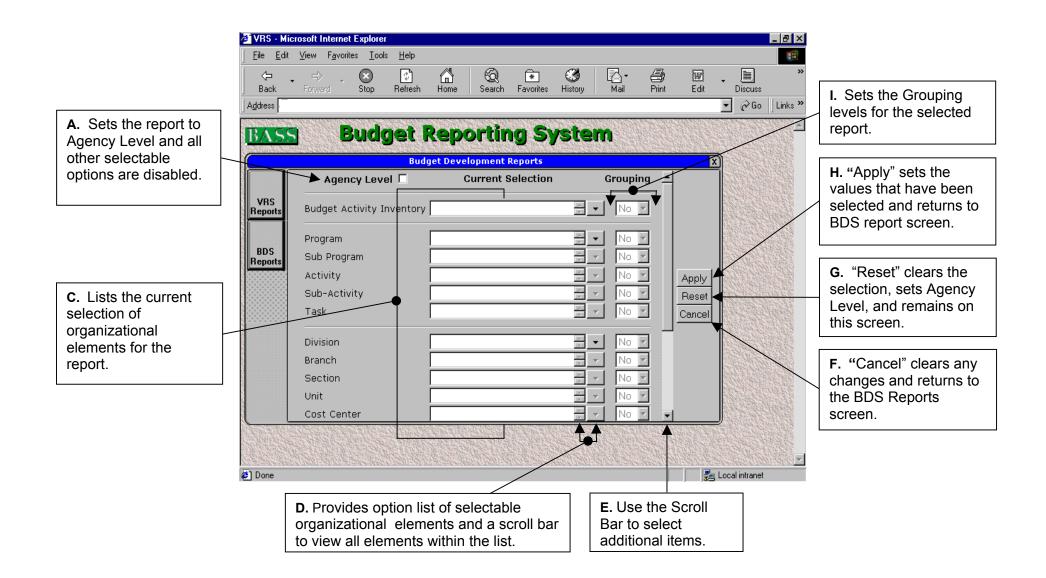
How to Group Organizational Elements
To group selected elements, select the down arrow button (box 'I' figure 2) by the corresponding element. From the dropdown box, double click on the desired level of the Grouping. Up to 7 levels of Grouping can be selected. Data on the report will be grouped according to the selected hierarchy and a sub-total will be displayed for each group.

Note: A higher element cannot be grouped lower than one of its sub elements.

How to Apply, Reset, or Cancel selections
Once all selections have been made click on the **Apply** button (box 'H' figure 2). This applies the selections and returns to the BRS BDS Reports screen. The **Reset** button (box 'G' figure 2) clears the selections, sets the default level to Agency Level and remains on the Selection Elements screen. The **Cancel** button (box 'F' figure 2) will clear all selections that have been made since the last **Apply** button action and return to the BRS BDS Reports screen. Once selections have been made and **Apply** has been selected, those selections will remain until Agency Level is checked, **Reset** is selected, a higher element is deselected, or another selection is made in the same element.

A. Sets the report to Agency Level and all other selectable options are disabled.

C. Lists the current selection of organizational elements for the report.

I. Sets the Grouping levels for the selected report.

H. "Apply" sets the values that have been selected and returns to BDS report screen.

G. "Reset" clears the selection, sets Agency Level, and remains on this screen.

F. "Cancel" clears any changes and returns to the BDS Reports screen.

D. Provides option list of selectable organizational elements and a scroll bar to view all elements within the list.

E. Use the Scroll Bar to select additional items.

Introduction to BDS Data Download
The Budget Reporting System (BRS) Budget Development System (BDS) Data Download reports is a tool (Figure 1) that allows agencies to download data entered into BDS for any version. Data downloads are used in Excel to allow the agency flexibility in internal reporting and analysis. BASS offers **Using Data Downloads** classes to help users become familiar with tools of Excel that help with data analysis.

How to access BRS BDS Data Download Screen
Access to the BRS BDS Data Download screen is achieved by logging on to the Budget and Allotment Support System (BASS), selecting BRS and then clicking on the **BDS Reports** tab on the left (box 'C' Figure 1) and **Data** tab on the top (box 'P' Figure 1). Individuals that do not currently have access to BASS should submit an approved BASS Security Maintenance Form to OFM. A copy of the security form may be obtained from the BASS Library. Once security is established, the individual will be notified of their login ID and password. BASS is a State Intranet application that can be accessed at http://bass.ofm.wa.gov/basspr/. This address will take you to a screen that will allow access to the BASS System and the Statewide Financial Systems Home Page. Clicking on 'BASS System' will move you to the BASS Login screen where you are able to use your Login ID and password to access any of the BASS components you have authorization to use. This screen also contains a 'Help' button that allows entry into the BASS Library which contains all of the help documentation for all of the BASS components. Agencies that are outside the State firewall can access the application by logging onto the Fortress server at https://services-bass.ofm.wa.gov Please refer to 'How to Access & Login to BASS' located in the BASS Library for further details.

Technical Requirements
Access to the BRS BDS Data Download requires the use of Microsoft Internet Explorer 5 or greater with Microsoft Windows 95, Windows 98, Windows NT Workstation 4.0, or Windows 2000. Please refer to the 'BASS System Requirements' document located in the BASS Library, General Information and Contact section. The BRS BDS Data Download Reports are generated using Crystal Reports and require downloading a report viewer. BRS BDS Reports is optimized for a screen resolution of 800x600. Please refer to the BASS System Requirements in the BASS Library, General Information and Contacts section.

How to Select a Budget Period and Available Downloads
Click on the Report Biennium down arrow button (box 'B' Figure 3), highlight the desired budget period, and then highlight one of the reports from the Available Downloads window (box 'C' Figure 3).

How to Select the Version
Highlight the desired Version in the Available Versions window (box 'E' Figure 3) to select it for reporting.

How to View, Print, or Save a report.
Once all selections have been made, click on the **Generate Report** button (box 'I' Figure 3). The Report Preview screen is displayed where the report is viewed, printed or saved to your hard disk. To save the report click on the **Envelope** icon then select the desired format - Excel. To return to the BRS BDS Reports screen click on the Return button.

A. Return to BASS Main Menu or logoff system.

B. Select desired report Budget Period.

C. Select record type for download – defaults to last report run.

D. Check to include account code element titles in addition to the codes.

E. Select version(s) to appear on the report.

F. Identifies the Agency of the user that is currently logged in.

G. Brief description of the report that is highlighted in the 'Available Reports' box.

H. Brief description of the version that is highlighted in the 'Available Versions' box.

I. Generates and displays the report. From the display, options are available to print, or export the report to Word or Excel.

VRS - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites   History

Address http://bass.ofm.wa.gov/basspr/budgetreports/default.asp?App=VRS   Go

BASS   **Budget Reporting System**

Budget Development Reports

File   BDS Data Help

Reports   Data

Report Biennium
2001-03

Title Options
☐ Include Titles

VRS Reports
BDS Reports
CBS Reports

Available Download
FTE
Fund
Object
Revenue

Available Versions
2E - Second Year Estimates
AB - Aarons Versions
RE - Governors Recast
XX - AUTO Upload Version

Current Agency is 105 – Office of Financial Management

Description of Selected Format   Description of Selected Version   Generate Report

Done   Internet